

**Town of Randolph Design Review Board (SPGA)
Check List/Information for Design Review Permit**

Prior to Design Review Hearing being set: (Checklist)

1. Application filled out in full and submitted to the Town Clerk's Office (Town Hall)

Application must include:

- A. Scaled Site Plan* (5 copies) ☐
- B. Landscape Plan* (5 copies) ☐
- C. Building Plan* (5 copies) ☐

*Include elevations on drawings

*Include other information see "DRB Regulations, Rules and Guidelines,"

2. Check for cost of the hearing fee (See fee Schedule) ?
-
3. **Upon receipt of the complete application:** The Design Review Board (DRB) will schedule a public hearing at its next available meeting and post notice.
4. The DRB shall publish Notice of Hearing, at least 14 days prior to the public hearing, (if applicable in a newspaper having a general circulation in the Town of Randolph. The DRB must render a decision within 35 days of receipt of the application.
5. The DRB shall obtain a certified list of abutters (within 300 feet) from the Assessor's Office. Notify all abutters of the public hearing by certified mail, return receipt requested (if applicable).
6. The DRB will hold a public hearing and may continue the public hearing. Final action by the DRB will be within 35 days of receipt of the complete Application, unless the applicant grants an extension in writing to the DRB.
7. The Chairman shall read into the record, at the end of the hearing, the applicant's right to have a new hearing. Upon final action by the DRB, and within thirty (30) days, the DRB shall file a copy of the decision with the Building Commissioner, and within 14 days, the DRB shall file a detailed record with the Town Clerk.
8. The Design Review Permit lapses if not exercised within one (1) year of the date of issue.
9. Applicant is responsible for all costs incurred by the Town.
10. The decision is to be filed at the Registry of Deeds by the applicant and proof given to the DRB within 30 days of the filing with the Town Clerk.

***Retain this Check List for reference.**



TOWN OF RANDOLPH
INC. 1793

Design Review Board Application

The undersigned applicant hereby applies for a design review permit under Section 200-91 through 200-95 of the Zoning by laws as follows:

1. **Applicant:** (equitable owner or purchaser of a purchase and sales agreement)

Name: _____

Address: _____

Tel. No. (Days): _____ (Evenings) _____

Check here if you are the purchaser on a purchase and sales agreement

2. **Owner:**

Name: _____

**If Corporation or Trust – list individual name of owner below:*

Address: _____

Tel. No. (Days): _____ (Evenings) _____

3. **Property:**

Business Name: _____

Address: _____

Assessor's Map: _____ Block: _____ Parcel: _____

4. **Representative:** If someone other than the owner or equitable owner (purchaser on a purchase and sales agreement) is the Applicant or will represent the Applicant, owner or equitable owner must designate such representative below.

Name of Representative: _____

Address of Representative: _____

Tel. No. (Days): _____ (Evenings) _____

Relationship of representative to owner or equitable owner: _____

I hereby authorize _____ to represent my interests before the Design Review Board with respect to this Permit Application.

(Signed by owner/equitable owner)

5. Please **check all that apply** for what your are requesting permit:

- | | |
|---|---|
| <input type="checkbox"/> New sites | <input type="checkbox"/> Landscape/site/street scape improvements |
| <input type="checkbox"/> Alterations | <input type="checkbox"/> Changes in outdoor land use |
| <input type="checkbox"/> Façade alterations | <input type="checkbox"/> Changes site design |
| <input type="checkbox"/> Building renovation/addition | <input type="checkbox"/> Signage |
| <input type="checkbox"/> New construction | <input type="checkbox"/> Other |

Total expected project cost, labor and materials, through completion.

\$ _____

It is recommended that every application for a special permit, be supported by a brief setting forth in detail all facts relied upon by the parties. Be prepared to present data that shows your use is in harmony with the intent and purpose of the Zoning by-laws and that it complies with special provisions set forth in the Zoning by-laws.

- a. The particular use proposed for and or building.
- b. The unique conditions especially affecting the property for which a special permit is sought.
- c. Facts which make up the hardship with respect to soil, shape or topography.
- d. Facts relied upon to support a finding that the relief sought will be desirable and without substantial detriment to the public good.
- e. Facts relied upon to support a finding that the relief sought may be given without nullifying or substantially derogating from the intent or purpose of the zoning ordinance.

Application Check List:

A. Scaled Site Plan* (5 copies) ☐

B. Landscape Plan* (5 copies) ☐

C. Building Plan* (5 copies) ☐

*Include elevations on drawings

*Include color photographs of existing site/signage

*Include other information see **handout** "DRB Regulations, Rules and Guidelines."

D. Check for hearing fee ☐

*Make check payable to the Town of Randolph

The fee schedule is based upon the projected total cost of the project including, labor, materials, and disposal.

<u>Project Cost</u>			<u>Fee</u>
\$0.00	to	\$4,999.99	\$50.00
\$5,000.00	to	\$9,999.99	\$100.00
\$10,000.00	to	\$49,999.99	\$150.00
\$50,000.00	to	\$249,999.99	\$200.00
\$250,000.00	to	\$599,999.99	\$350.00
\$600,000.00	to	\$999,999.99	\$500.00
\$1,000,000.00	to	\$1,999,999.99	\$1,000.00
\$2,000,000.00 or greater			\$1,500.00

All abutter notification, public advertising and all other costs associated with the public hearing process, shall be the responsibility of the "applicant." These costs shall be in addition to the application fee.

I hereby certify under the pains and penalties of perjury that the information contained in this Application is true and complete.

(Signature of Applicant)

(Date)

(Signature of Owner, if
other than Applicant)

(Date)

***Attach all other documentation as required by the Rules & Regulations.**
Received by Design Review Board:

(Date)

(Chairman, DRB)